

## Child Care Assistance

Depending on your income, you may be eligible for assistance from the Department of Social Services Division of Child Care Services (CCS) to help pay child care costs while you work or go to school. If eligible, you can receive child care assistance for children under age 13, or up to age 19 if your child has a special need.

Quality child care that is affordable and accessible is one of the most important elements of balancing work and family. If your child care arrangement is unstable, your child may be at risk and your ability to work or attend school may be affected.

## Eligibility

The amount of child care assistance you can receive is determined using a formula based on household size and gross income (before taxes). This amount is paid directly to your child care provider.

CCS offers a higher reimbursement rate to child care providers who care for children with special needs.



## Co-Payment

Depending on your family income, you may be responsible for a co-payment or additional expenses not covered by the program such as registration or transportation fees. This co-payment will remain the same no matter how many children you have in care, the number of hours they are in care, or the amount your provider charges.

## Child Care Hours

The number of child care hours covered each month is calculated based on your work and/or school schedules and your child care need. The maximum hours allowed per month is 210 per child. A certificate will be issued for the number of hours per month for which your child(ren) are eligible. You will be responsible for additional child care costs after you reach the maximum number of hours on your certificate.

## Selecting a Provider

If you receive child care assistance, you must select a provider that is at least 18 years old and meets certain other criteria. Several types of providers are allowed under CCS guidelines. You can use more than one type of provider, but each must meet the following basic requirements.

**Regulated Providers** are licensed or registered with CCS. They include family day cares, group family day cares, day care centers and out-of-school time programs.

**In-Process Providers** are in the process of becoming licensed or registered and have submitted a signed application to a CCS licensing worker.

**Relatives** must be an aunt/uncle, grandparent or great-grandparent and can reside in the child's home. A sibling of the child may also provide care but must maintain a separate residence.

**In-Home Providers** come into your home and provide care for only your children.

**Informal Care** is a family friend or neighbor who provides care for only your children.

If your child care provider would like to become licensed or registered with the Department of Social Services, have them contact their local Social Services office or CCS at 1-800-227-3020.

## Applying

To apply for child care assistance, you must submit a completed and signed application to CCS. If you are eligible for assistance, CCS



will issue you a certificate for up to six months. In most cases, you will be required to reapply every six months.

Applications are available at your local Social Services office or South Dakota Career Center. You can request an application be mailed to you by calling 1-800-227-3020 or writing to: Division of Child Care Services, 700 Governors Drive, Pierre, SD 57501.

Applications and additional information are also available on CCS Web site: [www.state.sd.us/social/ccs/ccshome.htm](http://www.state.sd.us/social/ccs/ccshome.htm).

## Who Can Receive Child Care Assistance

You may be eligible for child care assistance if:

- You are working at least 80 hours per month and are within Child Care Services (CCS) income guidelines.
- You receive Temporary Assistance for Needy Families (TANF) and are in an approved work activity or in school.
- You are a vocational/technical student in a two-year or less program and your school and work equal 80 hours per month.
- You are a college student who meets the combination of actual class time and work at least 80 hours per month.
- You are a high school or GED student.
- You are a foster care family.

*\* Child Care Services will not pay for child care for anyone pursuing education beyond a bachelor's degree.*



## Locating Child Care

For assistance locating a child care provider, contact your nearest Early Childhood Enrichment (ECE) program listed below. Your regional ECE program offers resource and referral assistance and can help you find child care that fits your needs.

If you are unsure about what to look for in a quality child care provider, your ECE can also provide information about evaluating various child care options.

- **Rapid City:** 605-342-6464 or 1-888-999-7759
- **Pierre:** 605-224-8731 or 1-800-499-4767
- **Aberdeen:** 605-229-8505 or 1-800-982-6404
- **Brookings:** 605-688-5730 or 1-800-354-8238
- **Sioux Falls:** 605-333-0663 or 1-800-235-5923

Department  
of Social Services  
Division of  
Child Care Services  
700 Governors Drive  
Pierre, SD 57501  
1-800-227-3020



Visit us on the Web at:  
[www.state.sd.us/social/ccs/ccshome.htm](http://www.state.sd.us/social/ccs/ccshome.htm)

### DSS Nondiscrimination Policy:

It is the policy of the Department of Social Services (DSS) to make sure that applications for program benefits and services are made available to everyone and that program benefits are granted to all who meet eligibility standards. DSS staff, programs and policies must not discriminate against clients or applicants for services because of race, color, sex, age, disability, religion and national origin. DSS must also provide fair and equal access to all of its programs and services for people with disabilities; this includes both physical access to buildings and access to programs and services. To file a complaint of discrimination write: DSS Division of Legal Services, 700 Governors Drive, Pierre, SD 57501-2291 or call: (605) 773-3305. If you have a question regarding program services, please contact your nearest DSS office.

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# South Dakota Child Care Assistance Program



## Helping Working Families Afford Quality Child Care

Department of Social Services  
Child Care Services